

# **Instructions for Completing the “USDA Waivers” Section of Connecticut’s Online Application and Claiming System for Child Nutrition Programs (CNP System)**

## **Seamless Summer Option of the National School Lunch Program**

**School Year 2021-22**



Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education  
Child Nutrition Programs  
450 Columbus Boulevard, Suite 504  
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**December 2021**







# About this Guide

Pursuant to the COVID-19 Child Nutrition Response Act (H.R. 6201, Title II), and the exceptional circumstances of the COVID-19 public health emergency, the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has established nationwide waivers to support access to nutritious meals, while enforcing recommendations from public health experts with regard to social distancing measures. These waivers apply to all states that elect to use them. The Connecticut State Department of Education (CSDE) has opted in to these waivers.

Connecticut sponsors of the Child Nutrition Programs must meet three requirements to implement the USDA waivers.

1. **Sponsors must indicate to the CSDE which waivers will be implemented at each school/site.**
2. Sponsors must follow specific CSDE guidance.
3. Sponsors must apply to the CSDE to implement certain waivers.

To comply with the first requirement above, all SSO sponsors must complete the required information for the USDA nationwide waivers in the CSDE's [Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#) no later than **January 31, 2022**. This guide provides instructions for sponsors on how to enter this information in the CNP System.

For questions regarding this information, please contact the applicable CSDE staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education. Refer to the CSDE's [County Assignments for School Nutrition Programs](#).



For detailed guidance on the current USDA nationwide waivers and the CSDE's application requirements, visit the "[Operation of Child Nutrition Programs during Coronavirus \(COVID-19\) Outbreaks](#))" section of the CSDE's Child Nutrition Programs webpage, or contact the [applicable CSDE staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Instructions\\_USDA\\_Waivers\\_CNP\\_System\\_SSO.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Instructions_USDA_Waivers_CNP_System_SSO.pdf).







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# 1 — Accessing the USDA Waivers Section

1. Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.

**Connecticut**

**Returning Users: Log On**

User ID:

Password:

[Forgot Your Password?](#)

**Log On**

**CT State Department of Education**

**Child Nutrition Programs Online System**

**School Nutrition Sponsors:** For assistance with the CNP System, contact the Help Desk at [ColyarHelp.SDE@ct.gov](mailto:ColyarHelp.SDE@ct.gov) or 860-713-6681.

**Child and Adult Care Food Program (CACFP) Sponsors:** Contact CACFP Staff at <https://portal.ct.gov/SDE/Nutrition/CACFP-Contact> for assistance.

**Summer Food Service Program (SFSP) Sponsors:** Contact Caroline Cooke for assistance.

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**Links**

- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)

**CNP press**

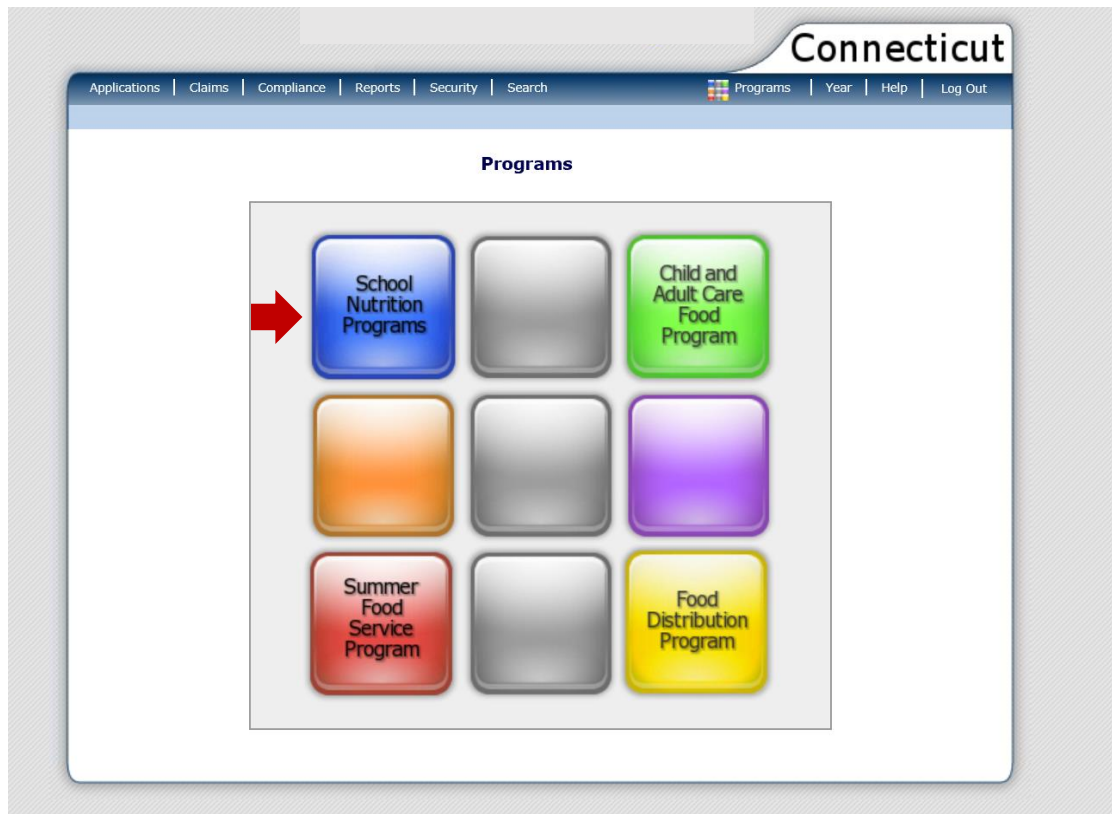
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2. Log in with your **User ID** and **Password**.



## 1 | Accessing USDA Waivers

3. Click on the applicable Child Nutrition Program.
  - Click on **School Nutrition Programs** for the SSO.

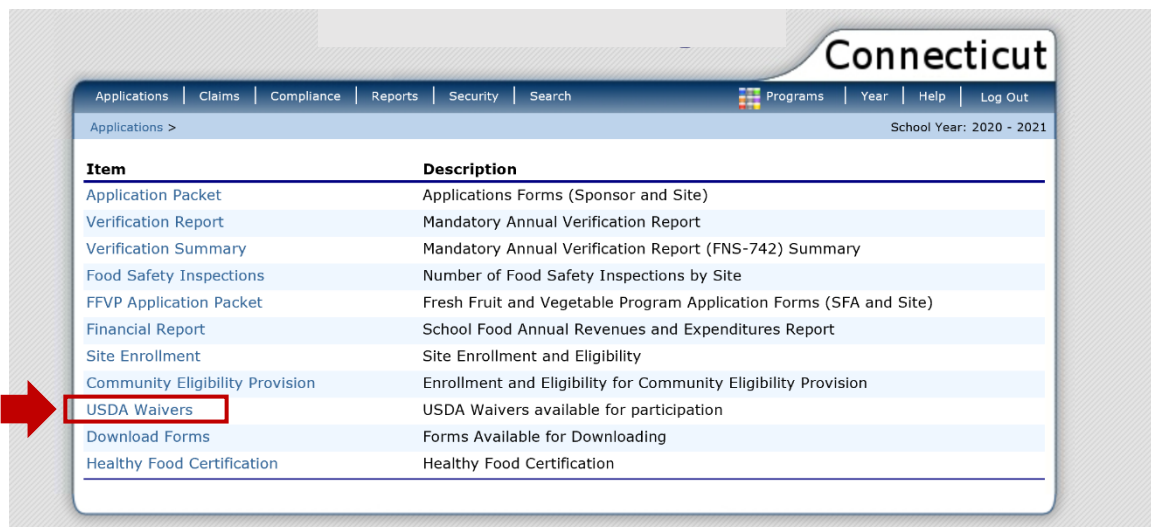


4. Click on **Applications**.

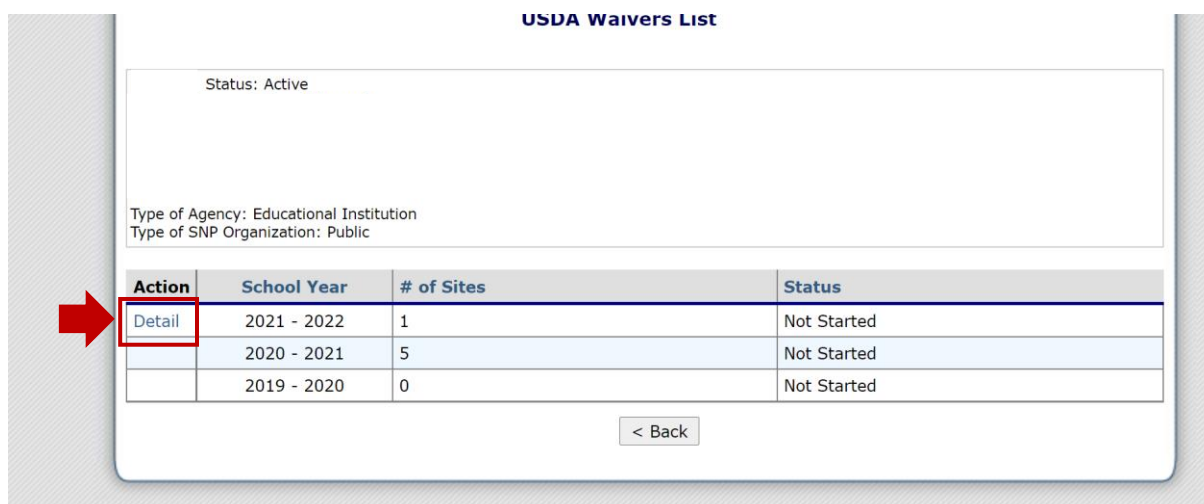




- Click on **USDA Waivers**.



- Click on **Detail** next to the corresponding school year.





## 1 | Accessing USDA Waivers

- Click on **Add** for each school/site. Add one at a time.

**USDA Waivers Received by Site List  
For School Year 2021 - 2022**

Status: Active

Type of Agency: Educational Institution  
Type of SNP Organization: Public

Action	Version	Site ID	Site Name	# Waivers	Status
Add		02	1 School	0	Not Started
Add		03	School	0	Not Started
Add		04		0	Not Started
Add		07S		0	Not Started
Add		51	High School	0	Not Started
Add		61	High School	0	Not Started

[< Back](#)

- Check the box next to “**Not Participating in Waiver**” or “**Participating in waiver.**” Refer to [section 2](#) for specific instructions.

☐ **Not Participating in Waiver**  
☐ **Participating in waiver**

- Select the **Tooltip** for additional information by clicking on the **question mark** in the small blue circle.

1. **Allow Seamless Summer Option Operations -through 6/30/2022**

☐ **Not Participating in Waiver**  
☐ Participating in waiver

2. **SSO Allow No**

☐ **Not Participating in Waiver**  
☐ Participating in waiver

3. **SSO Allow Pa**

☐ **Not Participating in Waiver**  
☐ Participating in waiver

**Tooltip**

All sponsors currently approved to operate the SSO must check “Participating in waiver”.

[Close](#)



- After completing all waivers, the school/site's status will be **"Submitted"** or **"Complete."** If the answer to **all** waivers is **"Not Participating in Waiver,"** the status will be "Complete."

Status: Active

Type of Agency: Educational Institution  
Type of SNP Organization: Public

Action	Version	Site ID	Site Name	# Waivers	Status
<a href="#">View</a>   <a href="#">Modify</a>	Original	02	School	9	Submitted
<a href="#">View</a>   <a href="#">Modify</a>	Original	03	School	7	Submitted
<a href="#">View</a>   <a href="#">Modify</a>	Original	04	School	7	Submitted
<a href="#">View</a>   <a href="#">Modify</a>	Original	51	Junior High School	7	Submitted
<a href="#">View</a>   <a href="#">Modify</a>	Original	61	High School	7	Submitted

< Back

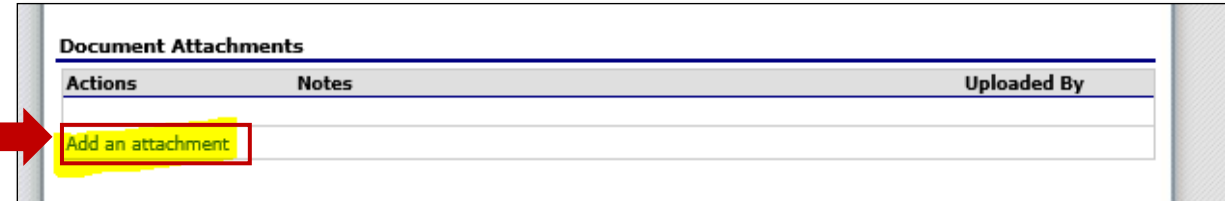


## 1 | Accessing USDA Waivers

### Uploading Document Attachments


This section explains how to upload any required documents for the SSO. Refer to [section 2](#) for specific instructions regarding the required documents.

1. Go to the bottom of the site's **USDA Waiver Requests by Site Detail** page and click **Add an attachment**.



The screenshot shows a table titled "Document Attachments" with three columns: "Actions", "Notes", and "Uploaded By". A red arrow points to a yellow box containing the text "Add an attachment" in the "Actions" column.

2. Under **Upload Detail**, select the **Choose File** button to access your computer's files. Select a file, then choose **Open**.
3. Add a **Comment**.
4. Select **Save**. The attachment will display on the Document Attachments List.



The screenshot shows the "2021 - 2022 SNP Waiver Site Attachment Upload" form. It includes a "Status: Active" field, a "Type of Agency: Educational Institution" field, and a "Type of SNP Organization: Public" field. The "Upload Detail" section contains a "1. File To Upload:" label, a "Choose File" button, and a "No file chosen" message. A red arrow points to the "Choose File" button. Below this is a "2. Comment:" label and a text area. At the bottom, there is a "Created By: FBrown on: 1/1/0001 12:00:00 AM" field, a "Modified By: FBrown on: 1/1/0001 12:00:00 AM" field, and a "Save" button. A red arrow points to the "Save" button.



## 2 — Instructions for SSO Waivers

### Required information for future reporting

The USDA may request that state agencies report information regarding all waivers utilized by each SFA. Therefore, sponsors must track and maintain the following for **all** waivers approved by the CSDE:

- schools/sites using each waiver;
- start and end date for each waiver used in the program;
- supporting documentation (e.g., production records, point-of-service meal counts, menus, edit check worksheets) for all waivers; and
- how this waiver resulted in improved services to program participants.

### USDA nationwide waivers for the SSO

The USDA has implemented seven nationwide waivers for the SSO for SY 2021-22. Sponsors must answer the seven waiver questions for **each** approved SSO school/site.

\* Indicates the field is not required.

- 1. Allow Seamless Summer Option Operations -through 6/30/2022** 
  - ☐ Not Participating in Waiver
  - ☐ Participating in waiver
- 2. SSO Allow Non-congregate Meal Service -through 6/30/2022** 
  - ☐ Not Participating in Waiver
  - ☐ Participating in waiver
- 3. SSO Allow Parents and Guardians to Pick Up Meals for Children -through 6/30/2022** 
  - ☐ Not Participating in Waiver
  - ☐ Participating in waiver
- 4. SSO Waiver of Meal Service Time Requirements -through 6/30/2022** 
  - ☐ Not Participating in Waiver
  - ☐ Participating in waiver
- 5. SSO Allow Meal Pattern Flexibility -through 6/30/2022** 
  - ☐ Not Participating in Waiver
  - ☐ Participating in waiver
- 6. Allow Offer Versus Serve Flexibility for Senior High Schools – through 6/30/22** 
  - ☐ Not Participating in Waiver
  - ☐ Participating in waiver
- 7. Nationwide Waiver of Area Eligibility in the Afterschool Programs- through 6/30/2022** 
  - ☐ Not Participating in Waiver
  - ☐ Participating in waiver

**Document Attachments**

Actions	Notes	Uploaded By
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## 2 | Waiver Instructions

A summary of the requirements for each SSO waiver follows.

### Waiver 1: Allow SSO Operations through 6/30/2022

All sponsors currently approved to operate the SSO must check “**Participating in waiver.**”

1. **Allow Seamless Summer Option Operations -through 6/30/2022**



- ☐ **Not Participating in Waiver**
- ☐ Participating in waiver

### Waivers 2-4: May Be Used Together to Provide Grab-and-Go Meals without the Child Present

Most sites identified as an **open site** must check “**Participating in waiver**” for the following three waivers:

- Waiver 2: Non-congregate Feeding;
- Waiver 3: Parents/Guardians to Pick Up Meals for Children; and
- Waiver 4: Meal Service Time Restrictions.

**Note:** **Closed enrolled sites** may or may not be participating in waivers 2-4. For each site and each applicable waiver, check “Participating in waiver” or “Not participating in waiver.”

- An **open site** is a site where meals will be distributed to any child age 18 years and younger, including students in the district.
- A **closed enrolled** site is when the SSO meals will only be distributed to children enrolled at this school/site.

- **Waiver 2: Allow Non-congregate meal service through 6/30/2022**

SSO sponsors distributing meals for consuming off site must check “**Participating in waiver.**” Examples include grab-and-go distribution of meals for multiple instructional days, household delivery of meals, and breakfast grab-and-go for eating the following day.

2. **SSO Allow Non-congregate Meal Service -through 6/30/2022**



- ☐ **Not Participating in Waiver**
- ☐ Participating in waiver



- **Waiver 3: Allow Parent or Guardian to Pick Up Meals for Children through 6/30/2022**

Any site allowing parents and guardians to pick up meals on behalf of their children must check “**Participating in waiver.**”

3. **SSO Allow Parents and Guardians to Pick Up Meals for Children -through 6/30/2022**



☐ **Not Participating in Waiver**

☐ Participating in waiver

- **Waiver 4: Waiver of Meal Service Time Requirement through 6/30/2022**

Allows for program operators to serve meals outside of standard mealtimes. Any site providing meals to students off site through grab-and-go distribution of meals for multiple days, household delivery of meals, and breakfast grab-and-go for eating the following day must check “**Participating in waiver.**”

4. **SSO Waiver of Meal Service Time Requirements -through 6/30/2022**



☐ **Not Participating in Waiver**

☐ Participating in waiver

## **Waiver 5: Meal Pattern Flexibility through 6/30/2022**

To participate in this waiver, the SSO sponsor must submit a separate application and receive approval from the CSDE.

1. Download the CSDE’s [\*Application for Meal Pattern Flexibility in the Child Nutrition Programs during School Year 2021-22.\*](#)
2. Complete the meal pattern flexibility waiver application and upload under attachments. Refer to “[Uploading Document Attachments](#)” in section 1.
3. Check “**Participating in waiver**” if the sponsor is applying to participate in the meal pattern flexibility waiver.

5. **SSO Allow Meal Pattern Flexibility -through 6/30/2022**



☐ **Not Participating in Waiver**

☐ Participating in waiver



## 2 | Waiver Instructions

### **Waiver 6: Waiver of Offer versus Serve for High Schools through 6/30/2022**

Any high school not implementing the offer versus serve requirement and serving all required components together to support safe access to nutritious meals must check “**Participating in waiver.**”

6. **Allow Offer Versus Serve Flexibility for Senior High Schools – through 6/30/22**



☐ **Not Participating in Waiver**

☐ Participating in waiver

### **Waiver 7: Waiver of Area Eligibility in Afterschool Programs through 6/30/2022**

Any site approved by the CSDE to participate in the Afterschool Snack Program (ASP) of the National School Lunch Program (NSLP) during SY 2021-22 must check “**Participating in waiver.**”

7. **Nationwide Waiver of Area Eligibility in the Afterschool Programs- through 6/30/2022**



☐ **Not Participating in Waiver**

☐ Participating in waiver



## 3 — Resources

### USDA Nationwide Waivers

Table 1 summarizes the USDA nationwide waivers that apply to the SSO for SY 2021-2022. For additional guidance, please [contact the applicable CSDE staff](#).

<b>Table 1. Summary of USDA Nationwide Waivers for the SSO for School Year 2021-22</b>	
<b>Seven waiver questions for each approved SSO school/site in CNP System</b>	
<a href="#">COVID-19: Child Nutrition Response #85</a> : Nationwide Waiver to Allow the Seamless Summer Option through School Year 2021-2022	Waiver 1 (page 8)
<a href="#">COVID-19: Child Nutrition Response #87</a> : Nationwide Waiver to Allow Non-Congregate Meal Service for School Year 2021-2022	Waiver 2 (page 8)
<a href="#">COVID-19: Child Nutrition Response #89</a> : Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for School Year 2021-2022	Waiver 3 (page 9)
<a href="#">COVID-19: Child Nutrition Response #88</a> : Nationwide Waiver of Meal Times Requirements for School Year 2021-2022	Waiver 4 (page 9)
<a href="#">COVID-19: Child Nutrition Response #90</a> : Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022	Waiver 5 (page 9)
<a href="#">COVID-19: Child Nutrition Response #92</a> : Nationwide Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools in School Year 2021-2022	Waiver 6 (page 10)
<a href="#">COVID-19: Child Nutrition Response #93</a> : Nationwide Waiver of Area Eligibility in the Afterschool Programs and for Family Day Care Home Providers in School Year 2021-2022	Waiver 7 (page 10)
<b>Additional waivers</b>	
<a href="#">COVID-19: Child Nutrition Response #86</a> : Nationwide Waiver to Allow Summer Food Service Program Reimbursement Rates in School Year 2021-2022	
<a href="#">COVID-19: Child Nutrition Response #105</a> : Nationwide Waiver to Allow Service of Meals at School Sites during Unanticipated School Closures in School Year 2021-2022	



### Websites

Child Nutrition COVID-19 Waivers (USDA website):

<https://www.fns.usda.gov/fns-disaster-assistance/fns-responds-covid-19/child-nutrition-covid-19-waivers>

Connecticut Online Application and Claiming System for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/CNP-System>

Meal Pattern Waivers for School Year 2021-22 (“How To” section of CSDE’s Operation of Child Nutrition Programs during Coronavirus (COVID-19) Outbreaks webpage):

<https://portal.ct.gov/SDE/Nutrition/Operating-Child-Nutrition-Programs-during-COVID-19-Outbreaks/How-To>

Operation of Child Nutrition Programs during Coronavirus (COVID-19) Outbreaks (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Operating-Child-Nutrition-Programs-during-COVID-19-Outbreaks>

USDA Nationwide COVID-19 Waivers for School Year 2021-22 (“Documents/Forms” section of CSDE’s Operation of Child Nutrition Programs during Coronavirus (COVID-19) Outbreaks webpage):

<https://portal.ct.gov/SDE/Nutrition/Operating-Child-Nutrition-Programs-during-COVID-19-Outbreaks/Documents>



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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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DEPARTMENT OF EDUCATION